

POLICE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible clerical positions, the primary duties of which are receiving and processing records and reports of the department. Police Records Clerks complete assigned records and enter such information into the department computer, perform typing and filing duties, and act as receptionists for the department. Employees of this class perform routine duties independently, reporting to and receiving instruction from the Police Lieutenant who is the immediate supervisor of this class.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives and processes departmental records, reports, mail, interdepartmental correspondence, and other materials in accordance with departmental procedures. Checks records and reports for completeness, accuracy, and conformity to established procedures. Corrects errors in records and reports, or returns them for correction. Types letters, forms, memos, statements, formal reports, or any other assigned documents. Composes business letters using correct grammar and punctuation.

Assist in setting up a filing system and files correspondence, forms, records, or reports alphabetically, numerically, or by subject matter and recommends revisions to the system as needed. Keeps records on the location of materials removed from files and traces missing files. Assists in maintaining a library or archives of materials for future use or reference by department personnel, including periodically inspecting systems and facilities for maintaining such.

Operates a computer terminal in order to enter or remove information from files. Locates and retrieves information or documents from hard copy files and the computer database. Operates a copying machine and scanning equipment. Transcribes dictation from a voice machine, dictaphone, or transcriber.

Acts as receptionist to department visitors, including answering telephone and placing calls, handling routine questions and requests. Assist in scheduling appointments, meetings, and other events and notifies proper personnel. Assist in keeping records of schedules, appointments, meetings, and other scheduled events.

Operates communications equipment for short periods to relieve communications officers.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which will be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.